

**TOWN OF KNIGHTDALE  
REQUEST FOR LETTER OF INTEREST**

**EL-5100 CB  
FIRST AVENUE – PHASE I**

**EL-5100 CC  
FIRST AVENUE – PHASE II**

**PEDESTRIAN CROSSWALK AT WIDEWATERS PARKWAY  
ER- 2971 E**

**BB&T RIGHT TURN LANE  
U-5118 HA**

**GEOTECHNICAL TESTING, CONSTRUCTION MATERIALS TESTING,  
& ENGINEERING INSPECTION SERVICES**



**November 17, 2011**

**TOWN OF KNIGHTDALE  
ENGINEERING DEPARTMENT  
950 STEEPLE SQUARE CT.  
KNIGHTDALE, NORTH CAROLINA 27545  
(919) 217-2250**

## **INTRODUCTION**

The Town of Knightdale is soliciting for letters of interest in providing geotechnical testing, construction materials testing, and engineering inspection services for EL-5100 CB, EL-5100 CC, U-5118 HA, and ER-2971 E. The work covered by these projects consists of providing all field materials sampling, testing, and reporting for each of the respective construction projects in accordance with the construction Contract Documents. Work not included in this contract:

- ❖ As-built drawings will be reviewed in-house by Town of Knightdale.
- ❖ NPDES Stormwater Discharge Permit inspections and record keeping will be handled in-house by Town of Knightdale.

### **EL-5100 CB**

Various roadway improvements along approximately 1,950 linear feet of First Avenue in Knightdale, NC including demolition of existing asphalt, sidewalk and other features and new asphalt road widening, on-street parking, curb & gutter, sidewalk, storm drainage.

### **EL-5100 CC**

Various roadway improvements along approximately 850 linear feet of First Avenue in Knightdale, NC including demolition of existing asphalt, sidewalk and other features along with the construction of new sidewalks, curbs, pedestrian amenities and landscaping.

### **U-5118 HA**

Construction of exclusive right turn lane on Eastbound Knightdale Blvd (US 64 Bus) at the intersection of with Widewaters Parkway. Work to include signal pole removal and relocation, curb & gutter and sidewalk installation.

### **ER-2971 E**

Construction includes the installation of pedestrian crosswalk on the eastern side of the intersection of Knightdale Blvd (US 64 Bus) and Widewaters Parkway, to include sidewalks, ADA ramps, striping and the installation of pedestrian signals.

## **SCOPE OF WORK**

- A. Geotechnical and Construction Materials Testing—General:
  1. Coordinate all activities with Town Engineer, Town Inspector, and Contractor.
  2. Test frequency and methods shall be in conformance with the NCDOT Minimum Sampling Guide.
  3. Provide a Technician(s) during the life of the project with the following current NCDOT certifications:
    - NCDOT Conventional Density certification
    - NCDOT Borrow Pit Sampling
    - NCDOT ABC Sampling certification
    - NCDOT and ACI (American Concrete Institute) Concrete Field Technician certification
    - NCDOT QMS Roadway Technician certification
    - NCDOT QMS Nuclear Gauge Operator certification
  4. Provide roadway certification reports sealed by a Professional Engineer including the following:
    - Project Diaries including but not limited to indicating locations, areas, and depths of recommended undercut.

- Proofrolling
  - Subgrade density
  - Stone base thickness and density
  - Asphalt pavement thickness and density
  - Concrete testing
5. Report daily activities to the Town inspector as required. Necessary reports for field inspections and investigations must be completed immediately upon completion of the visit and forwarded to the appropriate personnel no later than the next working day. Necessary correspondence, reports, and test results shall be prepared and sealed by a Professional Engineer. Backup information including date and amount of time for site visits, correspondence, and reports must be included with pay requests to the Town. Payments are only made for visits which can be verified with field/activity reports by the Town Inspector.
  6. Prepare final report summarizing all construction activities to Town of Knightdale upon completion of the project.

B. Geotechnical and Construction Materials Testing—Roadway:

1. Inspect and observe proofroll of excavated areas of construction after ground cover and topsoil have been removed and the subgrade elevation has been attained.
2. Identify areas of unsuitable soils, recommend remediation, and establish/verify limits and depths where unsuitable soils have been removed.
3. Verify that all unsuitable soils have been removed and replacement material has been properly installed and compacted. Prepare memos identifying quantity of undercut excavation measured at each location including stations.
4. Inspect and proofroll fill areas prior to placement of fill material.
5. Confirm suitability of fill soil/embankment material.
6. Conduct density testing to verify that necessary compaction has been obtained for subgrade, fill material, stone base courses, asphalt pavement courses, and pipe crossings.
7. Collect core samples of asphalt paving to determine/verify thickness and density for each asphalt course.

## **PRE-QUALIFICATION**

All project teams (including prime and sub-consultants and any subsidiaries) must be pre-qualified with NCDOT for Roadway Construction Engineering and Inspection. Maintaining a current data file with NCDOT eliminates the need to resubmit information with each Letter of Interest. Information updated since July 1, 2011 will be considered current and may be referenced by date in the cover letter. Firms that have not submitted or updated this data since July 1, 2011 should submit the new data to NCDOT prior to the submittal of the Letter of Interest. Project teams who are not current with NCDOT's pre-qualification requirements will be disqualified from consideration.

## **DISADVANTAGED / MINORITY / WOMAN-OWNED BUSINESS ENTERPRISE (DBE/MBE/WBE) PARTICIPATION**

Specific DBE/MBE/WBE goals are not required as part of the proposal. Prime firms are encouraged, however, to consider current annual aspirational goals established by NCDOT and estimate anticipated utilization of DBE/MBE/WBE firms during the execution of the work associated with this proposal. The firm, and any other subsequent subcontractors, shall take all necessary and reasonable steps to ensure that minority and women-owned businesses have the maximum opportunity to compete for and perform a portion of the work included in this document and shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex. At the time the proposal is submitted, the firm must include a listing of all known DBE/MBE/WBE firms that will participate in the performance of the identified work.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>. The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser. The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **SELECTION CRITERIA**

Proposals will be evaluated and a consultant will be selected based on the following criteria:

- 30% - Statement of qualifications of firm
- 30% - Firm (and subconsultant) experience and workload
- 30% - Personnel experience
- 10% - Project approach

North Carolina firms qualified to do the work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Town and/or NCDOT to be capable of performing a majority of the work required. After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## **PROPOSAL CONTENT AND FORMAT**

Proposals shall be bound such that they **lay flat when opened and not exceed 10 pages inclusive of any and all attachments.** The following shall be addressed:

1. Introductory letter: firm name, address, telephone number, and contact person;
2. Table of contents;
3. Response as to why the Town of Knightdale should select your firm for this work;
4. Statement of qualifications of firm;
5. Firm experience and workload: a detailed description of similar projects successfully completed by the firm in the past ten years along with listing of current projects and percent complete; include the name and telephone number of a contact person for each client who can verify the information provided;
6. Firm personnel experience: listing of team personnel who would be assigned to perform substantial amounts of the work on this project; provide a resume and experience record for each person, including years of experience, education and anticipated amount of time each individual would work on this project as well as the location of the base of operations of each person;

7. Sub-consultant personnel experience: listing of outside consultants' personnel proposed to be involved with this project; provide same experience record for each person as for firm personnel;
8. Project Approach: discussion of proposed methodologies, techniques, and procedures for each work item; include a sample inspection report; provide a breakdown and description of tasks assigned per project team member; add the decision making and recommendation process with timelines; describe the hierarchy of project management; optional—provide suggestions for any additional services which may enhance the project;

Insurance Requirements:

- General Liability\* \$1,000,000
- Automobile Liability \$1,000,000
- Professional Liability \$1,000,000
- Worker's Compensation statutory minimum

\*must name Town of Knightdale as additional insured

The Town of Knightdale reserves the right to reject any and all letters of interest.

### **REQUIRED FORMS**

Completed RS-2 Forms for the prime consultant firms and any/all subconsultant firms shall be submitted with the letter of interest. In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "zero" and signing the form.

### **SUBMITTALS & INQUIRIES**

Each firm is invited to submit three (3) suitably bound copies of their proposal to:

Fred V. Boone, PE  
Town of Knightdale – Engineering  
950 Steeple Square Ct.  
Knightdale, NC 27545

All proposals must be received no later than **2:00pm on Friday, December 2, 2011.**

Questions regarding this Request for Proposals should be directed to Fred Boone via email at [fred.boone@knightdalenc.gov](mailto:fred.boone@knightdalenc.gov).